

JOB ANNOUNCEMENT
#2016-002, Posting Date 1/11/2016
COMMITTEE STAFF ADMINISTRATOR
JUDICIARY COMMITTEE

The Legislative Research Commission is currently accepting applications for the position listed above. The job duties, minimum preparation, and desired attributes are as follows:

Responsibilities: Assigns and reviews the work of analysts assigned to the Judiciary Committee. Researches issues and drafts information papers and legislation as requested by a legislator. Supervises the committee staff on a daily basis. Handles legislative matters pertaining to issues which may come before the Committee.

Job Duties:

- Communicate and work with upper management to learn about and be able to enforce agency policies and procedures, and to communicate needs of committee staff.
- Maintain ability to accomplish work duties of committee analysts.
- Manage and lead committee staff, including analysts, committee assistants, interns, and graduate fellows.
- Interview and recommend hiring of staff.
- Review and evaluate staff work to ensure competence, identify weaknesses, determine need for additional training, and assist with training.
- Review requests for time away from work and sign accurately prepared timesheets.
- Support staff by answering questions about difficult or complex research or bill drafts.
- Oversee staff development related to interim and session jurisdiction-specific issues, including a full understanding of interim and session procedures.
- Communicate with other legislators, other LRC staff, and the public, as necessary and as permitted, about issues, research, bill drafts, and committee activity. This includes learning about parliamentary procedure, drafting of memoranda and correspondence, making phone calls, e-mailing, and other methods of communication.
- Communicate with standing committee chairs and interim joint committee co-chairs about agendas, arrange meeting logistics (including out-of-town meetings), and oversee other meeting coordination.
- Coordinate the actual occurrence of committee meetings.
- Work with other LRC staff, including but not limited to the Deputy Director for Research and the Deputy Director for Committee and Staff Coordination, on the production of LRC publications.

- Assist with LRC staff studies and task forces.
- Other duties as assigned.

Preferred Qualifications: Bachelor's degree, law degree, and a minimum of four years experience in public policy, legislative management, legal analysis or a related field are required. Advanced knowledge of the legislative process will be given added consideration

Desired Attributes: The individual selected for this position must have a positive attitude, excellent organizational skills, and good spoken and written communication skills. A successful candidate will be public-service oriented and able to take direction from colleagues. The person selected must maintain a professional non-partisan rapport with legislators, LRC staff, and the general public. The individual must be able to work under stress, with the understanding that during legislative sessions and occasionally during the interim period, working overtime will be required.

Application Deadline: The review of applications will begin immediately and the position will remain open until filled.

All persons meeting the minimum qualifications and who are interested in this position are encouraged to submit a current resume. Please send a completed state application or resume via email to LRCresumes@lrc.ky.gov and list the job title in the email subject line.

Alternatively, applicants may mail these materials to:

William J. O'Brien
Assistant Director for Human Resources and Professional Development
Legislative Research Commission
702 Capitol Avenue, Capitol Annex Room 104
Frankfort, Kentucky 40601